

Chief of Administration, DD/P

12 January 1955

Chief, Records Management Division,
Management Staff

Proposed Agency Notice [redacted]

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1. Your memorandum of 8 October 1954 containing comments on proposed Notice [redacted] was forwarded to this office by the Regulations Control Staff. As the memorandum recommended changes in the Notice, an informal meeting with representatives of RI/FI was held as a first step in reconciling the differences. Attending the meeting were Messrs. [redacted]

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[redacted] of this office.

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2. Tentative agreement was reached at this meeting whereby this office would accept as the standard for heavy-duty use, a pressboard, legal size, metal tab, 1/3 cut folder slot punched in the first and third position. In addition, it was agreed that the suggested changes in the wording of paragraphs 2 and 3 of the Notice would be made.

3. The only point on which agreement could not be reached was on the extent of the restriction to be placed on the procurement of the folder. Although it is not necessary that the restriction be exactly as proposed in the Notice, it is felt very strongly that some limitation on its use would be profitable. To be effective the restriction would have to be more stringent than one which could be applied by the Building Supply Officer. Our feeling that the limitation would be profitable is based on the fact that in the past fiscal year, in which the Agency was operating under the requirements of Notice [redacted] the average cost per folder was reduced from 7.55 cents to 4.2 cents for a fiscal year saving of \$11,210. This saving was accomplished at the added expense of offices throughout the Agency having to prepare justification, as required by Notice [redacted] in a total of only 41 cases. Since we believe that the preparation of such justifications are an inherent part of the duties of the personnel designated as records officers [redacted] and in view of the comparatively few such cases, we do not feel that the requirement is too demanding. Another reason for limiting the use of the heavy-duty folder is the fact that for every 100 pressboard folders used, an additional 2½ inches of file space is needed over that

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required for the lighter folder. Figured on the basis of the cost of safe cabinets this means an additional expense of \$6.20 for every 100 pressboard folders used.

4. In view of the savings possible if excessive use of the heavy-duty folder is prevented, we ask your further consideration of the extent of restriction necessary.

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